



Office of Public Instruction
Linda McCulloch, Superintendent
PO Box 202501
Helena, MT 59620-2501

Summer Food Service Program Offsite Activity Form

Only approved meals served at eligible and approved sites may be claimed for reimbursement. Off-site activities and field trips may be accommodated if approved by the Office of Public Instruction, School Nutrition Program in advance.

Requests must be submitted and received at least one week prior to the activity.

Please complete and mail to: **Office of Public Instruction, School Nutrition Programs, PO Box 202501, Helena, MT 59620-2501 or Fax (406) 444-2955.**

Today's Date _____

Name of Sponsoring Program _____ Agreement # _____

Name of Site Program _____

Date(s) of offsite activity _____

Location of offsite activity _____

<input checked="" type="checkbox"/>	Check the meals to be consumed offsite	List the # of anticipated children for each meal
	Breakfast	
	Lunch	
	Dinner	
	Snack	

I hereby assure that:

Yes

No

1. Only eligible Children will be served

2. All meals will meet requirements

3. All meals will be properly supervised

Name of person submitting request _____

Sponsor's Signature _____

Contact Phone Number _____

E-mail Address _____

For State Use Only

Date Received _____

Approving Official _____

Sponsor Contacted by: Phone _____ Letter _____ E-Mail _____ In-person _____